



WELCOME TO RIVERCREST MANOR

This brochure welcomes you to our community and is intended as an information piece regarding the culture here at Rivercrest Manor.

We are a caring community of independent owners. Lots of volunteering is available to help defer costs. Social gatherings often bring us all together for coffee, goodies and conversation. Special potluck dinners are arranged throughout the year for special days (Christmas, July 1 or 90th birthdays, etc.). We hope this brochure will help in the transition to your new home.

The Condo Corporation By-laws provide the rules and regulations governing our condominium and are a MANDATORY read for all unit owners. And again WELCOME!

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MOVING IN OR OUT

When moving, arrangements must be made with the Property Manager several days in advance. There is a move in fee of \$300.00 charged to the unit owner.

The elevator blankets MUST be hung prior to moving any furniture.

To maintain security, the entrance doors are NEVER to be propped open.

SECURITY

All residents need to be security conscious. Please adhere to the following guidelines:

- a) NEVER PROP DOORS OPEN;
- b) Be sure that exit doors are properly closed. Push or pull on the doors to make certain that they are latched;
- c) Do not identify your keys with an address or name;
- d) Immediately report lost keys to the Property Manager who will determine if re-keying is required;
- e) To allow entry to the building through the intercom system located in the front entrance, answer your phone, and press "6";
- f) NEVER admit anyone you are not familiar with through the intercom system;
- g) When exiting the parkade, you MUST wait at the top of the exit ramp until the door closes behind you.

Failure to do so can result in a fine being levied against the unit owner, regardless of who is driving the vehicle at the time of the infraction;

- h) On entering the parkade, you MUST stop and remain at the Stop sign until the overhead door is fully closed before proceeding to your parking stall;
- i) There are security cameras located throughout the property;
- j) Unit owners can access the live camera feed through an app on their mobile devices. Contact the Property Manager for more information;
- k) The outside front door is locked automatically from 10:00 p.m. to 7:30 a.m. daily. Owners must go down to the front door to let guests in during this time, as access to the intercom will not be available
- l) Always keep your car, storage room and unit locked.

PARKING AT THE REAR OF THE BUILDING

- a) Visitor parking is on the North side of the garbage bin;
- b) Any visitor parking at the back of the building MUST display a parking permit card with the number of the unit of whom they are visiting. Violators will be subject to a \$50 fine issued by the City of Saskatoon;
- c) Plug-ins are available for use by visitors and owners. The current rate is \$2.00 per vehicle per

night used, based on the honor system. Please arrange for payment with any member of the Board.

GARBAGE AND RECYCLING

- a) Garbage is to be placed in the large metal bin at the back of the property. Items too large to fit into this bin are the responsibility of the owner to dispose of themselves.
- b) Unit owners are encouraged to donate any items that have a refundable deposit in the appropriately marked bins in the parkade. These are taken to Sarcan by volunteers and the proceeds are given to the Condo Social Fund that helps with our Christmas Social, other potlucks and buys items that enhance our condo (eg. bedding plants for the flower beds)
- c) Any non-refundable, eligible, recycling materials are to be placed in the blue bin at the back.

COMMUNICATION

- a) All unit owners must provide a valid email address to the Property Manager
- b) The bulletin board on the wall on the parkade level is there for condo news. Please take time to read this material.
- c) All communication with tradesmen or laborers working on site should be channeled through the Property Manager.

AMENITIES ROOM

This is room 101. To book this room, please sign on the calendar which hangs on the cupboard in the amenities room. Indicate the day and time you wish to use it. This is on a first come first service basis, except that Condo Corporation activities take priority over other bookings. It is the responsibility of the user to clean the room when done and to take out the garbage.

There is a small library of books and puzzles located in the amenities room storage. Help yourself and feel free to contribute.

MEETINGS

The Annual General meeting is held in the Amenities Room. Notice of this meeting is sent out according to the timelines indicated in the By-Laws

VOLUNTEERING

The Common Areas of Rivercrest Manor belong to all of us. Though we do pay for weekly cleaning, if you see something that could be cleaned in the meantime, (eg dirt in the front entrance, a spill on the carpet) please feel free to take care of it. Volunteers are needed to maintain the flowerbeds, occasional sweeping of the sidewalk and the garage ramp. We also need volunteers to assist in recycling refundable items, to help plan the social activities and to serve on the Board. If you are interested in any of these activities, please

make this known to a member of the board and volunteer to take a turn.

MISCELLANEOUS

There is a shopping cart in the parkade by the entrance to the building available for unit owners' use. Please return the shopping cart to the parkade as soon as possible after use. PLEASE DO NOT REMOVE THE CART from the building.

PROPERTY MANAGER

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